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69-4721

MEMORANDUM FOR: Director of Personnel
Director of Security
Director of Training
Director of Finance
Director of Communications
Director of Logistics
Director of Medical Services
Chief, Support Services Staff

SUBJECT : Inventory of Microform Systems and Equipment

1. The Agency's microfilming efforts have expanded into a variety of microforms, each with unique equipment and operating requirements. Recent developments in the information processing technology are interrelating computers and microforms. Future systems for information processing will require compatible data, equipment, and procedures. To provide for these developments we must first review the systems and equipment now at hand. Then we can study our capabilities to determine a basis for the Agency's overall approach to the use of microforms.

2. In order to identify the resources available I have requested the Director of Logistics to conduct an inventory of the existing microform systems and equipment by organizational component and location. Your cooperation and assistance are requested to enable him to quickly acquire this information from each of your components.

R. L. Bannerman
Deputy Director
for Support

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DDS/SSS/RAB/[REDACTED]:pr (14 October 1969)

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